

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-36				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Reach Address Database/WATERS				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Pravin Rana							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-1909			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div> (Signature) </div> <div>7/1/2017 (Date)</div> </div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-36**

TITLE: Reach Address Database/Watershed Assessment, Tracking, Assessment and Environmental Results (WATERS) Data System Support

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

<u>COR Name:</u> Pravin Rana Phone: 202-564-1909 Fax: 202-564-0500 rana.pravin@epa.gov	<u>USPS Mailing Address</u> 1201 Pennsylvania Ave, N.W., Washington DC, 20460 MC4101M	<u>Courier Address</u> 1201 Pennsylvania Ave, N.W., Washington DC, 20460 2416F WJCE
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PERIOD OF PERFORMANCE: From July 1, 2017 – June 30, 2018

ANTICIPATED LEVEL OF EFFORT (LOE) Hours: 2,078

BACKGROUND: The Reach Address Database (RAD) Project was initiated in 2001 to enable the Office of Water to support the Watershed Assessment, Tracking, and Environmental Results (WATERS) geo-spatial architectural framework. RAD has two core components:

- NHDPlus, an electronic map of streams, rivers, lakes and other water features including other attributes such as terrain elevations, watershed boundaries, and stream network information. NHDPlus supports geo-spatial analysis such as creating maps and analyzing relationships among watershed features.
- RAD, which stores the addresses of features, which include water quality monitoring stations, wastewater treatment plants, impaired waters, and other physical entities of interest for water quality and watershed-based analysis. Each feature has a unique stream address (analogous to a house or a building on a street map) and a Program Identifier. For example, a water quality monitoring station from EPA's STORET database will have the stream address and the monitoring station id. This allows users to connect the water quality station's location on NHDPlus with detailed station information such as water quality sample date, sample time, sample identifier, and sample value.

The Watershed Assessment, Tracking, and Environmental Results (WATERS) architecture is based on RAD's ability to create geo-spatial relationships among Office of Water features. WATERS has been used by users to create maps; analyze watershed data; and develop geo-spatial applications.

RAD/WATERS geo-spatial framework is being considered by the Open Water Data Initiative (OWDI) as a model to geo-spatially integrate other Federal Agency Data.

PURPOSE AND OBJECTIVE

The purpose of this work assignment is to provide operations and maintenance and design enhancements as necessary for RAD/WATERS.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Manager (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide the following work assignment management deliverables.

- Monthly Progress Report with expenditures.

TASK 1: RAD/WATERS Database Enhancements and Operations and Maintenance

The contractor shall provide data management support for datasets listed in the following section that support WATERS. Datasets are stored in an Enterprise Oracle database using the Oracle Spatial format and registered using ESRI's Spatial Database Engine (SDE). Datasets will need to be routinely exported from the database into ESRI's ShapeFile and File Geodatabase formats to support ArcGIS based Server mapping services. The contractor shall continue to maintain and update associated EDG (metadata) and GeoPlatform entries associated with WATERS data included in the scope of this project.

The contractor shall track data management activities using separate high-level charge codes. The high-level charge code categories are noted below.

Datasets

- RAD Events (charge code level)
 - Includes events submitted via the NHDEvent dataflow, 303(d) creation from Integrated Reporting (IR) States and TMDL generation from the 303(d) dataset.
 - Also includes datasets such as automated STORET & NPDES and BEACH processing.

- Core Data (charge code level)
 - National Hydrography Dataset Plus (NHDPlus) including
 - NHDPlus Smoothed Catchments
 - Watershed Boundary Dataset (WBD)
- Auxiliary Data (charge code level)
 - Census/TIGER
 - EPA Administrative regions layer
 - Select National Atlas layers
- Cyclical Data (charge code level)
 - Total Waters Rollup
 - STHUC summary tables

Deliverables:

- Monthly RAD event processing results loaded into all INDUS Developments (3) and NCC WATERS instances (3) and associated mapping services updated.
Core, Auxiliary and Cyclical Data Processing/Management

Subtask 1A: OWDI Technical Support

The contractor shall continue to participate in the Department of Interior's Open Water Data Integration (OWDI) work. This work entails developing proofs of concept, deploying RAD data and services to DOI's hosting environments and evaluation of open source based solutions.

Deliverables: Deliverables will be specified based on Technical Direction. For costing purposes, include historical costs to support OWDI.

Subtask 1B: Proofs of Concepts

Technology and EPA hosting options continue to evolve. Based on this, the contractor will support several proof of concepts during the period of performance. The proof of concepts potentially includes but are not limited to

- Performing event processing using FME instead of PL/SQL or a combination of both.
- KML Server performance comparison between GeoServer and ArcGIS Server to support WATERSKMZ.
- Regional KML performance comparison vs. ArcGIS Server.
- Expose WATERS web service (up/dn or navigation delineation) as an ESRI Geoprocessing service which provides better integration with ArcGIS Online (EPA GeoPlatform). A few variations will be potentially evaluated
 - SDE and ArcObjects to perform the processing
 - SDE as a pass-thru/proxy that utilizes underlying RDBMS Stored Procedures
- Precaching and retrieval of delineated catchment boundaries to increase service performance.

- Utilization of a graph database (e.g. Neo4j) to performance upstream/downstream navigation.

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, contractor should use historical data for 3 typical deliverables.

TASK 2: Tools, Utilities and Services Support Including Enhancements

The contractor shall monitor and make minor adjustments to the following existing WATERS Components:

Tools and Utilities

- WATERSKMZ
- Code Playground
- JavaScript Library
- Download Service
- HEM2XML

Web and DB Services

- PCSWatersInfo
- PCSWatersInfo2
- CWNSSpatialServices
- SpatialServices
- OWServices
- Catchment Impairment Service

Mapping Services

- ArcGIS Mapping services and associated metadata

To support the maintenance of these components, the contractor shall plan to routinely check for updates to the underlying libraries and/or of software being used in the above items. Changes that cause significant changes to the project schedule, cost, or resources should be provided to EPA for technical direction. The contractor shall provide an itemized list of items that will be checked on a routine basis. As part of this support, the contractor shall continue to maintain the existing GeoPlatform and Reusable Component Service (RCS) entries related to WATERS tools, utilities, and services.

The contractor shall also provide enhancement services for RAD and WATERS based on technical direction.

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, contractor should use historical data for 3 typical deliverables.

TASK 3: Documentation and WATERS Website Support

The contractor shall maintain and make minor adjustments to WATERS documentation that includes the WATERS Website and any fact sheets or other documentation

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, use historical data.

Task 4: WATERS User Support

The contractor shall answer any questions about the RAD/WATERS or other technical assistance from users. This includes questions about the architecture, services, or other technical question related to RAD/WATERS.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	15 days after the end of the month	1 copy - Word Format or PDF
1	(e.g. Respond to requests from the WACOR and/or Alt WACOR for new content)	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
1A	OWDI Technical Support	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
1B	Proofs of Concept	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
2	Tools, Utilities and Services Support Including Enhancements	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
3	Documentation and WATERS Website Support	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report

4	WATERS User Support	Within 3 days of receipt of a question.	Describe all work completed in the monthly progress report
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The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 Section **3.7 (Information Management) and Section 13.4 (National Hydrography Dataset (NHD))**

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that

is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that

the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-37								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1	Title of Work Assignment/SF Site Name Nutrient Removal LCA								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2017 To 06/30/2018								
Comments:										
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Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Mario Sengco							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-566-2676			
							FAX Number: 202-566-9981			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							7/1/2017 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-37**

TITLE: Life Cycle and Cost Assessments of Nutrient Removal Technologies in Wastewater Treatment Plants (Phase 2)

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

COR Name:	<u>USPS Mailing Address</u>	<u>Courier Address</u>
Mario Sengco Phone: 202-566-2676 Fax: 202-566-0409 sengco.mario@epa.gov	U.S. EPA Headquarters 1200 Pennsylvania Avenue NW, Mail Code 4305T Washington, D.C. 20460	1301 Constitution Avenue NW, WJCW 6105AA Washington, D.C. 20004

PERIOD OF PERFORMANCE: July 1, 2017 through June 30, 2018

BACKGROUND

Cultural eutrophication of waterbodies across the United States is one of the most pervasive environmental issues facing the country today. Whether in lakes or reservoirs, rivers or streams, estuaries or marine coastal waters, the human health, environmental and economic impacts from excessive amounts of nitrogen (N) and phosphorus (P) continue to rise year after year. Communities struggle with nutrient-loving harmful algal blooms (HABs) that produce toxins that can sicken people and pets, contaminate food and drinking water sources, kill fish and other fauna, and disrupt the balance of natural ecosystems. Numerous studies and reports have shown that HABs can raise the cost of drinking water treatment, depress property values, close beaches and fishing areas, and negatively affect the health and livelihood of many Americans. Global climate change is only expected to exacerbate the eutrophication problem even as Federal, state and local governments struggle to address the sources of nutrient pollution.

In partnership with states, tribes and other Federal agencies, EPA has led the effort to address nutrient pollution by assisting states in prioritizing waters, providing scientific and technical assistance in the development of water quality standards for total nitrogen (TN) and total phosphorus (TP), and helping to guide implementation of nutrient criteria in waterbody assessments, the development of total maximum daily loads for impaired waters, and the inclusion of water-quality based effluent limits for point sources dischargers.

Municipal and industrial wastewater plants can be significant point sources of nutrients. Removal of TN and TP can vary significantly depending on the treatment technology used at each facility. For example, biological nutrient removal (BNR) removes TN and TP from wastewater through the use of microorganisms under different conditions in the treatment process. Additional nutrient removal can be achieved by enhanced nutrient removal (ENR)

technologies. At the furthest ends, reverse osmosis (RO) offers the greatest level of treatment, but at the greatest cost, which could be prohibitive for many facilities, although costs can be mitigated at larger treatment scales.

Recent efforts by states and EPA to derive numeric nutrient criteria (NNC) reveal limits that clearly push the boundaries of treatment technologies currently in place for most facilities in the United States. Operators complain that the adoption of these stringent standards would require their facilities towards RO to meet them, eventually creating a significant cost to the public. More recently, however, some concern has been expressed by operators and other stakeholders that there may be significant environmental and health implications as well should facilities move towards treatment technologies that remove more TN and TP to attain the nutrient targets (e.g., Falk et al., 2013). Critics cite environmental, health and economic impacts associated with, for example, greater use of chemicals, disposal of biosolids and brine (from RO), increased energy demands and greater release of greenhouse gases. Studies in other countries also suggest a point of diminishing returns where the economic and environmental consequences begin to outweigh the benefits (e.g., Foley et al., 2010). Such issues that encompass economic, environmental and social costs are at the center of sustainability, while holistic and systematic approaches like LCA and LCCA are good tools to apply to these kinds of issues.

LCAs are now a widely-accepted technique to assess the environmental aspects and potential impacts associated with a product, process, or service. Essentially, LCAs provide a complete “cradle-to-grave” analysis of environmental impacts and benefits that can better inform and assist in selecting the most environmentally preferable choice among the various treatment options. The steps for conducting an LCA include (1) identifying goal and scope, (2) compiling an inventory of relevant energy and material inputs and environmental releases, (3) evaluating the potential environmental impacts associated with identified inputs and releases, and (4) interpreting the results to help individuals make a more informed decision. This work assignment will apply standardized methods for conducting LCA to evaluate and compare various nutrient removal technologies at wastewater treatment plants.

LCAA is a complimentary process to LCA for evaluating the total economic costs of an asset by analyzing initial costs and discounted future expenditures over the life cycle of an asset (Rahman and Vanier, 2004). It is used to evaluate differences in cost and the timing of costs between alternative projects. The combination of the LCA and LCCA will provide a full picture of costs, both quantitative and qualitative, for various nutrient removal processes over a period of time.

Through this work OST will be better positioned to quantitatively balance environmental impacts in the context of nutrient variances using 40 CFR 131.10(g)(3)¹, to frame progress in terms of implementation of numeric nutrient criteria (NNC) better, and to align itself with broader sustainability efforts across the Agency. The results of this project can also be shared with stakeholders among the regulated community in the states. This information can be used to inform planning and decision making as to future investments and efforts regarding local facilities that takes into account sustainability. The results of this study may reveal, for example,

¹ 40 CFR 131.10(g)(3) Human caused conditions or sources of pollution prevent the attainment of the use and cannot be remedied or would cause more environmental damage to correct than to leave in place;

alternative ways to addressing nutrient pollution that balances infrastructure and point source controls with non-point source controls and best management practices.

PURPOSE AND OBJECTIVE

The purpose of this contract is to provide technical assistance to the U.S. Environmental Protection Agency, Office of Water, Office of Science and Technology (OST), in conducting life cycle assessments (LCAs) and life cycle cost assessment (LCCAs) for various nutrient (i.e., nitrogen and phosphorus) removal technologies in wastewater treatment facilities. In addition to administrative and program services, technical assistance is expected to include engineers, scientists, statisticians and other professionals with knowledge and expertise in LCAs and LCCAs as well as wastewater treatment technologies in general, and nutrient removal technologies specifically. The contractor is expected to follow established, international standard procedures (e.g., ISO 14040:2006, see references) for performing LCAs and LCCAs, and consider, for example, a range of environmental and human health impacts (such as global warming, eutrophication, smog, ozone depletion, cancer, non-cancer, energy use and climate-change), and benefits (e.g., energy recovery, displacement of phosphorus production, co-removal of contaminants in addition to nutrients)

More specifically, the contractor will finalize the initial LCA/LCCA effort under a previous project in order to produce a report that will be submitted for peer review and eventually shared within the Agency. During the period of performance, the contractor, under this Work Assignment, will (1) complete any remaining analyses, including sensitivity analyses (2) address any edits, comments and revisions by EPA staff and reviewers, and (3) submit an interim report that is suitable for peer-review. The contractor will ensure compliance with Agency standards.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Manager (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide a monthly progress report that will include the work conducted, issues encountered (if any), how the issues were resolved (if any) and anticipated work for the next period. The contractor shall maintain a cumulative list of all technical directives. The contractor shall report in accordance with Contract Reporting Requirements.

TASK 1: Work Plan and Quality Assurance Project Plan (QAPP)

The contractor shall submit a written work plan with a detailed budget and labor schedule for the completion of each task 15 calendar days following receipt of the work assignment.

Included in the work plan, the contractor shall propose an approach for the development of the Quality Assurance Project Plan (QAPP) based on one of the following:

1. Submit the contractor's approved QAPP from the earlier project (under a different contract) because this WA is a continuation of that earlier work, and there are no differences. If the contractor selects this approach, the contractor shall resubmit the QAPP and begin work on Tasks 2 and 3 immediately.
2. Submit a modified version of the contractor's approved QAPP from the earlier project to reflect any revisions to account of the work in the WA. If the contractor selects this approach, the contractor shall submit the QAPP within 21 days of the receipt of the WA. The contractor shall begin work on Tasks 2 and 3 after the revised QAPP is approved.
3. If neither of the previous two options are appropriate, provide a justification for preparation of an entirely new QAPP. If the WACOR concurs, the contractor shall prepare and submit the new QAPP within 30 calendar days of receipt of the WA. The EPA Task Order Project Officer (TOPO) shall submit the draft for internal EPA review and approval. The contractor shall revise the QAPP in order to fully address EPA's review comments, if any. EPA approval of the QAPP must be obtained before the contractor may begin Task 2 and Task 3.

Deliverables: Work Plan (15 calendar days following receipt of the work assignment). QAPP (variable, depending on option selected)

TASK 2: Completion of Analyses

The contractor shall review the status of the earlier LCA and LCCA project/report, which the contractor produced under a different contract, and provide a summary of remaining analyses that must be completed. The contractor shall discuss the summary of analyses with EPA WACOR and other EPA workgroup members to reach consensus which analyses to prioritize, including any additional analyses recommended by EPA management and workgroup, before proceeding with the analyses.

As needed, the contractor shall follow the procedure for entering and documenting data established in the EPA's Standard Operating Procedure (SOP such as the ISO 14040:2006, see references) for Life Cycle Assessment Projects Involving Data Collection. The contractor shall follow the QAPP established for the effort (ref. Task 1 above).

Deliverables: The deliverable (i.e., results of the analyses) shall be submitted in a report due on October 31, 2017.

TASK 3: Revisions to Draft Report

The EPA WACOR will share with the contractors the feedback from an informal review of the draft report. The contractors shall schedule a meeting with the EPA WACOR and workgroup to discuss the feedback and potential revisions to address the comments. The contractors shall receive confirmation from the EPA COR to proceed with the revisions to the draft report to produce the next version.

Deliverables: The deliverable (i.e., new version of the report) shall be due on December 29, 2017

References cited in this section:

Falk, M.W., Reardon, D.J., Neethling, J.N., Clark, D.L. and Pramanik, A. (2013) Striking the balance between nutrient removal, greenhouse gas emissions, receiving water quality and costs. *Wat. Environ. Res.*, 85(12): 2307-2316.

Falk, M.W., Neethling, J.B., Reardon, D.J. (2011) Striking the balance between nutrient removal in wastewater treatment and sustainability. *Water Environment Research Federation Report NUTR1R06n*. IWA Publishing, London, U.K.

Foley, J., de Haas, D., Hartley, K., and Lant, P. (2010) Comprehensive life cycle inventories of alternative wastewater treatment. *Water Res.*, 44(5): 1654-1666.

ISO (International Organization for Standardization) 14040:2006. Second edition. *Environmental management – Life Cycle Assessment – Principles and framework*. Publication date: July 1, 2006

Rahman, D. and Varnier, D.J, (2004) Life cycle cost analysis as a decision support tool for managing municipal infrastructure. In. *Proceedings of the CIB 2004 Triennial Congress*, Toronto, Ontario, May 2-9, 2004, pp1-2. International Council for Research and Innovation Building and Construction, Rotterdam, Netherlands.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Work Plan	15 calendar days following receipt of the WA	1 copy - Word Format or PDF
	QAPP	Variable, depending on option selected (See Task 1)	1 copy - Word Format or PDF

2	Report	October 31, 2017	1 copy - Word Format
3	New version of Report	December 29, 2017	1 copy - Word Format

The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 **Task # “Task Title”, Page # - # of # Task # Task Name**
[WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website. (See Task 1)

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>The WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved</p>

	assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.
Quality of Product/Services: The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor. Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-37				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Nutrient Removal LCA				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 03/07/2018 To 06/30/2018					
Comments: The purpose of this Amendment 1 is to remove the previously established funding ceiling of \$35,000.00 as this Work Assignment is now fully funded.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Mario Sengco							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Phone Number: 202-566-2676			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
3/7/2018							Phone Number: 513-487-2352			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-45				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Green Infrastructure Program				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: Work shall not commence on this Work Assignment until July 1, 2017.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Katelyn, Amraen							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-564-2740			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="text-align: center;">6/30/2017</div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-45**

Title: Support for Green Infrastructure Program

**Work Assignment Contracting Officer's
Representative (WACOR):**

Katelyn Amraen
Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2740
202-564-6392 fax
amraen.katelyn@epa.gov

Alternate WACOR:

Jamie Piziali
Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-1709
202-564-6392 fax
piziali.jamie@epa.gov

Period of Performance: July 1, 2017 through June 30, 2018

Objective: The tasks identified below will facilitate the adoption of cost-effective green infrastructure practices at the local level by providing support, training and outreach to aid communities in implementation of improved stormwater management. This support is authorized under Section 3.1 of the contract performance work statement: National Program Development and Oversight, as well as 3.4 Technical and Administrative Program Support, 3.7 Outreach, 3.8 Technical Writing and Editing, and 3.9 Support for Meetings, Workshops, Conferences, and Webcasts.

Purpose: Municipalities are increasingly interested in green infrastructure to complement single-purpose “gray” stormwater infrastructure. Green infrastructure manages stormwater by preserving natural features, mimicking natural processes, and providing multiple environmental and social benefits. EPA encourages the use of green infrastructure in National Pollutant Discharge Elimination System (NPDES) permits and enforcement agreements. EPA’s outreach and technical assistance has increased awareness of the function and benefits of green infrastructure. However, a range of institutional and technical barriers still limit the integration of these approaches into municipal stormwater programs. The green infrastructure program will continue to provide outreach and technical assistance to address these barriers and demonstrate

the economic, public health, and environmental benefits that green infrastructure can provide while also helping communities meet regulatory requirements.

Tasks:

TASK 1: Case Studies, Fact Sheets, Newsletters, Compendiums, and General Reports

The contractor shall provide support for the development and formatting of materials related to the design, implementation, costs, maintenance, and environmental/economic/social costs and benefits of green infrastructure practices and stormwater programs. This support may also include additional materials related to the green infrastructure technical assistance program, including further refining of existing materials, and further synthesis of those reports for ease of use. Draft documents shall be provided to EPA for comment and revised by the contractor according to the comments received. For each draft document and final document, new drafts or final documents shall be completed within 14 business days of receipt of comments from EPA. All final documents shall be 508 compliant.

EPA anticipates development of approximately **2 compendiums**, and **3 other product** of a similar nature of these products during this period of performance. WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- Kickoff meeting with EPA to discuss the technical direction within 5 business days of receipt of the technical direction.
- If requested, an outline of product to be provided within 7 business days of kickoff meeting if requested by WACOR.
- First draft of the product to be provided within 15 business days of kickoff meeting or delivery of an outline if requested.
- Final deliverable (or additional drafts if requested) within 15 business days of receipt of EPA comments on draft.

Task 2: Outreach, Communication Materials, Graphic Design and Production

As the technology available for communications and outreach expands to include new formats and media, OW Green Infrastructure continues to adapt the delivery of its information to include current (web and print) as well as newer technologies (web video, blogging, etc). Provide editorial and graphic support to produce various print and multimedia products that explain OW Green Infrastructure programs, projects and policies. These products may include the following types of materials or related items: short booklets, brochures, posters, presentations, fact sheets, press kits, information packets, research, communication strategies, business cards, postcards, advertisements, flyers, mailings. All the materials developed (including photos and the highest resolution versions of graphics and any vector-based files) in the creation of these files shall also be delivered to EPA.

EPA expects approximately **4 products** to be requested during this period of performance. WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- As directed by WACOR, provide audio and /or videography support to produce videos or podcasts formatted according to EPA specifications for web posting. Within 7 business days of technical direction a storyboard, outline, or scripts for the requested product. After approval of initial materials, deliver product within 14 business days unless a longer period is specified by WACOR.
- As directed by WACOR, provide draft graphic design and production support posters, website or other similar large format information products within 7 business days of technical direction. After receiving comments from EPA, produce a final (or another draft if requested) within 14 business days unless a longer period is specified by WACOR.

Task 3: Webcast Support and Archives

OW Green Infrastructure team hosts approximately four national webinars a year (generally quarterly) related to the successes and challenges associated with implementing green infrastructure best management practices. Historically these webinars have an average of 500-800 participants. See: <https://www.epa.gov/green-infrastructure/green-infrastructure-webcast-series>. The contractor shall convert webcast presentations into 508-compliant materials suitable for EPA for posting on EPA's website and/or EPA's YouTube channel.

EPA anticipates requiring support with posting approximately **5 webcasts** on YouTube during this period of performance. WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- After receiving necessary files from EPA the contractor will create 508 compliant materials for posting on EPA YouTube channel within 2 weeks of receiving materials. This includes:
 - A high resolution video (generally MP4 or similar file type), timed caption files (.srt format or similar) that have been checked and verified for accuracy, any text transcripts of materials created for files, and the YouTube entry description in this format:
 - Title (100 character limit)
 - 5-10 line description with URL(s) to promote
 - 5-10 tag words separated by commas.

If directed by WACOR, the contractor will instead provide 508 compliant power point presentations in PDF format and transcripts for use on EPA's website as an alternative to using YouTube.

TASK 4: Website Support and Outreach

The contractor shall provide technical support in maintaining and developing the green infrastructure website. The contractor shall provide support in developing new content or web pages as requested via technical direction by the WACOR. The support may include, but is not limited to, writing introductory content, editing existing content, making content 508 compliant for web posting, reviewing content, identifying links, preparing new material, providing recommendations to reorganize content, development of new professional graphics, social media graphics, videos, logos, and other graphic-intensive materials such as infographics.

EPA anticipates submitting **7 requests** during this period of performance. WACOR may also specify a later date than the timeframes given below if schedules permit.

DELIVERABLES:

- The contractor shall respond to requests from the WACOR for support of new, edited or revised content within 3 business days either with a written response or if requested, a level of effort to complete the request.
- Requests for making existing materials 508-compliant for web posting shall be completed within 7 business days of receiving materials.
- A draft of fact sheets/infographics/logos/social media graphics and other similar items requested will be delivered within 10 business days of the request. If the contractor has questions regarding any graphics/photographs, they should communicate directly with the WACOR before submitting a draft. If EPA requests additional edited drafts, the contractor will deliver within 3 business days, unless a longer period is specified by WACOR. After EPA sends final comments the contractor will deliver a final version of the document within 1 week. The contractor must ensure they have EPA approval before making final 508 compliant version of graphics/documents.
- For more significant reorganizations or development of new professional graphics, social media graphics, videos logos, and other graphic-intensive materials such as infographics, a draft must be provided for review within 7 business days of receiving technical direction. If the Contractor has questions regarding any graphics/photographs, they should communicate directly with the WACOR before submitting a draft. The contractor will then create a final version within 1 week and ensure they have EPA approval before making final 508 compliant version of graphics/documents.

Quality Assurance: This work will reference and use the contract Quality Assurance Surveillance Plan (QASP). All environmental data used in decision making shall be supported by an approved Quality Assurance Project Plan (QAPP). This work assignment does not currently require the use of environmental data.

Estimated Level of Effort: EPA estimates a total of **1450 LOE** hours to complete these tasks.

Reporting Requirements: The Contractor shall provide the WACOR with a breakdown of dollars spent on individual projects on a monthly basis and when requested by WACOR.

Guidance Regarding Conferences: The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Guidance Regarding Writing for EPA: EPA products are to conform to EPA standards. Please reference EPA Stylebook <http://www2.epa.gov/stylebook>. Note also that EPA utilizes AP Style first (<http://www.apstylebook.com>) and U.S. Government Printing Office Style Manual second.

Guidance Regarding EPA Website Materials: When creating content for the Green Infrastructure website, the contractor shall adhere to EPA Style Guide and OneEPA Web guidelines including the following:

- Content and publications added to the website must be compliant with Agency standards, including 508 accessibility, metadata standards, and other published EPA Agency standards and requirements.
- Use of the current framework and structure of the website, unless otherwise specified.
- Multimedia image files that accompany text shall be produced and/or published using the OneEPA Web guidelines current format (.gif, .jpg (or .jpeg), .png) and vector files will also be delivered.
- New video files shall be compressed to EPA's current format (.mp4, .flv, .swf) or to new video format requirements as they become available, currently EPA uses YouTube formatting of .mp4 files and .srt (<http://www.youtube.com/user/USEPAgov>).

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-47								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1	Title of Work Assignment/SF Site Name Wastewater and Decentralized								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2017 To 06/30/2018								
Comments: No work shall commence on this work assignment until July 1, 2017.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
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Work Assignment Manager Name Gajindar Singh							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-564-0634			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-566-0369			
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Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number:			
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Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="text-align: center;">6/30/2017</div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-47**

Title: Providing Assistance to Wastewater and Decentralized Systems

Work Assignment Contracting Officer's Representative (WACOR):

Gajindar Singh
U.S. EPA (Mail Code 4204M)
Phone: 202-564-0634
Email: singh.gajindar@epa.gov

Alternative Work Assignment Contracting Officer's Representative (Alternate WACOR):

Heidi Faller
U.S. EPA (Mail Code 4204M)
Phone: 202-566-1089
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Period of Performance: July 1, 2017 to June 30, 2018

Background: Growing public awareness and concern for controlling water pollution led to enactment of the Federal Water Pollution Control Act Amendments of 1972. As amended in 1977, this law became commonly known as the Clean Water Act (CWA). The Act established the basic structure for regulating discharges of pollutants into the waters of the United States. It gave EPA the authority to implement pollution control programs such as setting wastewater standards for industry. It also funded the construction of sewage treatment plants under the construction grants program and recognized the need for planning to address the critical problems posed by nonpoint source pollution.

Subsequent enactments modified some of the earlier Clean Water Act provisions. Revisions in 1981 streamlined the municipal construction grants process, improving the capabilities of treatment plants built under the program. Changes in 1987 phased out the construction grants program, replacing it with the State Water Pollution Control Revolving Fund, more commonly known as the Clean Water State Revolving Fund (CWSRF). The 1987 amendments also established Title II grants for territories and the Clean Water Tribal Set Aside (CWISA) program.

Many small and rural communities, including those in Indian Country and along the U.S.-Mexico border, struggle with aging or inadequate wastewater treatment systems, or do not have access to basic wastewater services. Small communities have 10,000 or fewer people and an average daily wastewater flow of less than 1 million gallons. Due to limited capacity, these

communities are vulnerable to both natural disasters and man-made incidents. The Sustainable Communities Infrastructure Branch (SCIB) in EPA's Office of Wastewater Management focuses on supporting these communities by providing funding needed for infrastructure improvements; technical support to ensure proper operations and maintenance, resiliency, and asset management for centralized wastewater treatment systems; and provide resources about the proper design and maintenance for onsite wastewater treatment systems.

SCIB does this through leading or supporting the following programs:

Decentralized Wastewater Program

Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). Approximately 25 percent of U.S. households and around 30 percent of new housing development are served by decentralized systems. Protecting and preserving the nation's water infrastructure is critical to our economic future and human health. Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained. More information about EPA's onsite wastewater treatment program is available at <http://www.epa.gov/septic>.

EPA's Office of Wastewater Management (OWM) has a long-standing Decentralized Wastewater Program. In 2005, EPA released the "Decentralized Wastewater Treatment Systems: A Program Strategy." One of the key strategic actions in this document was the establishment of a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. EPA initiated the MOU in 2005; it began with four (4) Partners and has grown to eighteen (18) in 2014. The MOU was created to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this area. The MOU Partnership has been instrumental in providing expert industry knowledge and suggestions in developing SepticSmart Week materials.

The EPA Decentralized Wastewater Program and MOU Partnership are based upon several key documents:

- *Response to Congress on the Use of Decentralized Wastewater Treatments Systems* issued in 1996. EPA concluded that decentralized systems are an integral component of our nation's wastewater infrastructure and can protect public health and water quality if they are properly planned, sited, designed, installed and maintained.
- *Voluntary National Guidelines for Management of Onsite and Clustered (Decentralized) Wastewater Treatment Systems* published in 2003.
- *Handbook for Managing Onsite and Clustered (Decentralized) Wastewater Treatment Systems* published in 2005.
- *Decentralized Wastewater Treatment Systems: A Program Strategy* issued in 2005 for improving the performance of decentralized wastewater treatment systems.

The Clean Water Indian Set-aside Program

The CWISA program aims to increase access to safe drinking water and basic sanitation in Indian Country. CWISA funds are used for the planning, design, and construction of wastewater treatment systems in American Indian and Alaskan Native (AI/AN) communities. In addition, EPA is a cornerstone in the multi-agency tribal Infrastructure Task Force (ITF) that was created in 2007 to develop and coordinate federal activities in delivering water infrastructure, wastewater infrastructure and solid waste management services to tribal communities. The federal partners are Department of Agriculture, Environmental Protection Agency, Department of Health and Human Services, Department of Housing and Urban Development, and Department of the Interior. More information about the ITF is available at <http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation>.

Small Water System Technical Training Workshops

In 2011, SCB began conducting Small Water System Technical Training Workshops. Since then, it has delivered 19 trainings to approximately 604 participants from tribes and small rural communities. The workshops focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems to ensure sustainability and resiliency by proper operation and maintenance. More information about these workshops/ or small systems is available at: <https://www.epa.gov/small-and-rural-wastewater-systems/tools-training-and-technical-assistance-small-and-rural#training>

The Wastewater Technology and Innovation Program

This program monitors emerging technical issues, encourages adoption of new technologies, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment. Furthermore, the Program collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organizations. The Program also collaborate with Sustainable Utilities Management program to emphasize importance of technology adoption as a key element to sustainable utility.

Purpose and Objectives:

The purpose of this work assignment is to provide the contractor information and direction for the preparation of a specific work plan related to above four programs.

Objective 1. One objective of this work assignment is to provide “Technical Support to OWM’s Decentralized Wastewater Program.” The program activities include: to assist in the drafting, research and literature review of products related to SepticSmart Week and the Decentralized MOU Partnership.

Objective 2. A second objective of this work assignment is to support the CWISA Program to increase access to safe drinking water and basic sanitation in Indian Country and to ensure that public funds are used in the most efficient and consistent manner. This includes providing support to increase information sharing and improve collaboration between the federal and tribal members of the tribal Infrastructure Task Force (ITF): EPA, USDA, IHS, HUD, DOI and Tribes. EPA is a cornerstone in the ITF and its primary facilitator. More details are available at:

<http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation>).

Objective 3. A third objective for of this work assignment is for the contractor to deliver one Small Water and Wastewater System Technical Training Workshop to employees of tribes and small rural communities that focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems, and decentralized (septic) systems.

Objective 4. A fourth objective for this work assignment is for the contractor to provide communications support in translating technology and technical issues to formats that are comprehensible to the public and policy makers. This includes investigating different methods to effectively present a complicated industry/information in a succinct manner, such as, visual translation.

Quality Assurance:

The tasks in this work assignment will not require generating new environmental data or geographic information. The work in this work assignment do not require environmental data measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP). The contractor shall describe and provide Monthly Financial Reports which among its tasks shall include a table with the invoice Level of Effort (LOE), and cost amount broken out by the tasks in this work assignment.

TASKS

Task 0: Work Plan, Budget Development, and Monthly Progress Reports

The contractor shall develop a detailed work plan, which is the result of interpreting the statement of work and discussions with EPA on further direction on the work assignment that describes how each task will be carried out. The contractor shall also prepare a budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. This task also includes bi-weekly telephone conferences between the work assignment COR and the project manager, each approximating

one hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work assignment COR may require the contractor two trips to Washington, DC, to discuss the progress and direction of this work assignment.

Deliverables: Work plan, budget, and monthly progress and financial reports.

Task 1 – Technical Support for the Activities of the MOU Partnership, SepticSmart Week and Strategic Development of the Program

The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an Agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The contractor shall also coordinate with another EPA contractor focused on outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display. The contractor must have technical expertise of onsite systems to develop technical diagrams and materials, knowledge of the maintenance and repair issues of these systems and expertise in water quality and human health issues associated with decentralized systems.

For all tasks, the contractor will provide all source files and content to EPA with final deliverables. For each of the following tasks the contractor will be responsible for coordinating with other contractors supporting the decentralized program as necessary. The contractor may also be asked to coordinate certain activities with other EPA offices or other organizations outside of the EPA. In any of these instances the contractor should be certain to communicate that they are working as a contractor to the EPA's Office of Water. The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA's guidelines can be found at: <http://yosemite.epa.gov/OEI/webguide.nsf/homepage>. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

This activity shall include the following:

1A. The contractor shall meet with the WACOR and other OWM project personnel to discuss goals to accomplish the work assignment. EPA will provide material at this **kick-off meeting** on the Decentralized Program and the partner organizations involved in the MOU. The contractor will hold a conference call with the WACOR and all key personnel who shall participate in the project within ten (10) business days after the work plan is issued. The contractor will incorporate meeting discussions into a meeting summary which

shall include milestones, target dates, and deliverables within ten (10) business days after the meeting. A final meeting summary twenty (20) days after work plan approval.

1B. The contractor shall attend and conduct bi-weekly **conference calls** with members of the Decentralized MOU Partnership and/or WACOR. These will include discussions of draft products and materials, literature search needs relevant to product development and identification of additional data needs of onsite system usage.

1C. The contractor shall support the development of 1-3 products which may include but are not limited to fact sheets, position papers, technical articles, etc. by drafting material and obtaining comments on draft documents. One of those products will be a **research paper** entitled *Economic and Sustainability Benefits of Onsite Wastewater Treatment Systems* (otherwise known as the “jobs” paper) to describe the economic benefits of decentralized wastewater systems. This paper will address the ability of decentralized wastewater systems to support local businesses, community economies, and robust job growth. Specific technical direction will be provided by the WACOR on the literature search and parameters needed to complete the research paper. Two drafts and one final shall be developed with input from the WACOR and other MOU partners. All final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as noted above.

In the past Horsley Witten has provided support to the decentralized wastewater program.

Task 2: Support the Infrastructure Task Force (ITF)

The contractor shall provide support to EPA, based on Objective 2 above, to increase information sharing and improve collaboration between ITF members (EPA, USDA, IHS, HUD, and Tribes).

This activity shall include the following:

2A. The contractor shall provide support for up to 6 conference calls held by the Water Infrastructure Division, Sustainable Communities Infrastructure Branch. The contractor shall provide one technical expert, with a general knowledge of drinking water and wastewater issues and familiarity with EPA acronyms to participate on each call. Each call will last between one and two hours. The work assignment COR will provide a schedule of calls to the contractor.

2B. It is anticipated that out of the 6 calls referenced in Task 2A that up to 3 will be full member ITF calls. For these 3 calls, the contractor shall develop a meeting summary report and provide the draft meeting notes to the work assignment COR for review and comment. The summary at a minimum shall include a listing of all meeting attendees and meeting information including: 1) presentation information, 2) questions, 3) comments, and 4) discussions. The length of the summary should be commensurate with the level of discussion at the meeting. The summary should be organized by session topic and include the ideas and suggestions of meeting groups, and then combined for the meeting as a whole. If possible, the summary should link common themes discussed during the meeting. The summary should not merely be lists copied from group flip charts, but rather should include analysis and combine similar ideas.

The contractor shall provide the draft summary and notes to the work assignment COR for review and comment. The contractor shall provide minutes for each teleconference in Microsoft Word format via email.

2C. The contractor shall provide support for the ITF program as needed and defined by the ITF Principals (composed of management staff from EPA, USDA, IHS, HUD & DOI). Proposed activities include: ITF annual report development (2-3) pages, and development of up to 3 financial management modules. These activities were discussed and recommended at recent ITF meetings. This scope of work includes time for review and comment; incorporation of changes; and time to edit, format, and prepare each document for publication online (508 compliant).

2D. If accepted by the conference organizers, the contractor shall provide one 2-day Water & Wastewater Utility Operation, Maintenance and Management training workshop at the August 2017 tribal Lands and Environment Forum in Tulsa Oklahoma (similar in nature to task 3 below). The trainings will help to increase participants' skills and knowledge in the operation of water & wastewater treatment systems. The training is intended for tribal utility operators, managers, and leaders. The workshop will use presentations, case studies, and group exercises to promote utility sustainability and instruct participants on how best to operate, troubleshoot, maintain and manage drinking water & wastewater collection treatment and disposal systems. The contractor will work with state officials to aim to also offer Continuing Education Unit (CEU) credits to maintain professional licenses

In the past Horsley Witten has provided support to the Infrastructure Task Force (ITF) program.

Task 3: Deliver Technical Training Workshops to Small Water and Wastewater Systems

The contractor shall provide one Small Water System Technical Training workshop in West Virginia, probably Morgan Town. The goal is to provide training to as many of the employees of tribes and small rural communities as possible. The objective of the workshops will focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems. The workshops will also include a module for utility managers on effective utility management. One of the most significant challenges with small, rural wastewater systems is the inability or lack of knowledge by their operators to maintain the systems and the inability to retain the trained staff. The contractor support staff identified for these activities must have knowledge of the subject matter, experience developing training tools and techniques, professional tribal work experiences, and knowledge of different learning styles and tribal culture. Two contractor staff will travel to the workshop.

This activity shall include the following:

3A: The contractor shall work with EPA to identify the potential site location most suitable and cost effective to hold up to 40 attendees. The location should be based on adequate meeting space, ease of travel, hotel proximity, and cost. Contractor should conduct a telephone survey of potential workshop locations and provide recommendations to EPA in a matrix. The matrix may include topics such as location name, availability dates, training room dimensions, registration cut off dates, distance from airport, and cost. The contractor

will select the workshop location (with concurrence from EPA that the intended location meets the required necessary criteria) and pay for the meeting space. The contractor should aim to hold the conferences in state/federal facilities, or facilities with minimal fees. The contractor will pay for conference meeting room space, but will not pay for the attendees of the training workshop.

The contractor shall work with the training facility identified above to schedule and plan the workshop, including: outreach to tribes and small, rural communities, reserving meeting space, and scheduling attendees. The outreach will include developing and distributing flyers, advertising on the website, and emailing to the interested parties. The attendees of the workshop will be operators, managers, and local officials of the small water and wastewater systems. The Indian Health Service (IHS) may fund travel, hotel, and per diem costs for the Tribal attendees where possible.

3B: The contractor shall work with EPA to refine the existing workshop curriculum and materials previously developed based on the local needs of the community where training is being conducted. The contractor shall prepare and distribute the hardcopy training materials, the pre-test, post-test, and other materials to augment the training.

3C: The contractor shall use the developed materials under Task 3B to facilitate and teach the workshop. It is proposed that the workshop will be two days long (between Tuesday and Thursday). The contractor shall distribute workshop materials to attendees. The contractor shall also provide onsite training support, such as: shipping materials, room set up, room monitoring, answering questions, recording attendance, attendee registration, confirmation letters, and certificates. The contractor shall work with the Indian Health Service or state or regional organizations to secure third-party accreditation for the trainings so that attendees can receive continuing education units (CEUs) towards certification. The contractor shall also telecast the training through webinars for participants who are not able to attend in person. This webinar capacity should be for at least 50 participants.

3D. The contractor shall deliver all training material developed to EPA in 508 compliant form and ready to be placed on the EPA website.

3E. The contractor shall deliver assessments and outcomes of training along with project wrap-up report including feedback from the attendees.

In the past, Horsley Witten has provided 19 such operation and maintenance training workshops in different parts of the country.

Task 4: Research and Communications Support for Wastewater Treatment Technology

The contractor shall provide communications support to EPA, based on Objective 4 above, in translating technology and technical issues to formats that are usable and accessible to the public and to policy makers. The goal is to provide clear and succinct information using various means to communicate the role of technology in wastewater treatment. The contractor shall develop infographics, graphics, charts and tables for use in publications, fact sheets, briefings, and web pages, in the area of wastewater treatment technology and innovation and infrastructure

construction programs. The contractor shall receive technical directive on communication deliverables as described above (approximately 8-12 graphical representations, using content provided by the COR).

Deliverables and Time Table

Task	Quantity	Due Date (On or About – Period of Time)
Task 0: Kick off meeting Communications and Reporting	1	Kick off meeting within 10 business days after award and submit minutes within 5 business days of the meeting. Timing and format of future calls and meetings will be discussed at this meeting. Monthly Reports and bi-weekly phone calls
Task 1A: Kick-Off Meeting	1	Conference Call within 10 days after work plan approval Meeting summary due 20 days after work plan approval
Task 1B: Bi-Weekly Conference Calls	1	The contractor shall attend and conduct bi-weekly conference calls with EPA WACOR and members of the Decentralized MOU Partnership. Conference call and meeting minutes due to EPA WACOR within 5 working days.
Task 1C: Literature Review for “Jobs” Paper, development of drafts and final paper.	1	Develop/deliver “jobs” research paper: First Draft of Jobs Paper due- 60 days after the contract award Second Draft of Jobs Paper due- 120 days after the award Final Jobs Paper due- 180 days after the contract award
Task 2A & 2B: Support ITF Conference Calls	6	Duration 12 months or per contract requirement (or as determined the COR). Anticipate up to 3 full member ITF calls and 3 other supportive conference calls. Conference call minutes of meetings within 5 working days.
Task 2C: ITF annual report development (2-3pages), and development of up to 3 financial management modules.	1	Investigate and develop materials for all tasks as directed. Technical direction to be provided during the course of the work assignment.
Task 2D: Deliver 2-day water and wastewater utility operations training	1	If accepted by conference organizers, prepare for workshop in June and July 2017 and deliver at the August, 2017 Tribal Lands and Environment Forum in Tulsa, Oklahoma.
Task 3A Identify the site to be used for training workshops	2	Within 30 days of the award of the work assignment

Task 3B. Refine training materials based on Task 3A.	2	Within 60 days of the award of the work assignment
Task 3C. Conduct the training workshops	2	Within 120 days of the award of the work assignment
Task 3D. Deliver all training material developed to EPA in 508 compliant form	2	Within 150 days of the award of the work assignment
Task 3E. Deliver assessments and outcomes of training with feedback from attendees	2	Within 150 days of the award of the work assignment
Task 4: Deliver Communications Support for Wastewater Treatment Technology using graphics, infographics, and tables	8-12	In draft form for review within 30 days of the each assigned work and in final form within 15 days after comments from EPA.

PERFORMANCE STANDARDS AND QUALITY MEASURES:

Tasks are to be evaluated in accordance with the Quality Assurance Surveillance Plan and Quality Management Plan identified in the EP-C-16-003 contract.

All task(s) identified in the performance work statement above are subject to review and approval by the EPA COR and Project Officer based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

TRAVEL:

Travel is anticipated for this work assignment. Two contractor personnel will be required at the training for the Task 3 mentioned above and will be charged on a cost reimbursement basis, following appropriate approval of the work assignment COR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA COR to travel taking place. For this task order, assume the following trips:

- Two trips for contractor to the EPA HQ offices in Washington DC (Task 0)
- One two-day trip for two contractor staff to travel to the training site. Locations and dates to be determined by the work assignment COR (Task 3).
- One two-day trip for two contractor staff to travel to the training site. Locations is Tulsa, Oklahoma in August 2017. (Task 2).

GREEN MEETINGS AND CONFERENCES:

This work assignment requires contractor support for meeting and conference planning and logistics and therefore must include “green meeting and conference” support. The contractor is required to use the provision of EPAAR 1552.223-71, when soliciting price quotes for work assignment s that require meeting and conference services on behalf of EPA.

CONFERENCES AND WORKSHOPS:

The tasks under this work assignment may require the acquisition of “off-site” facilities for conference(s) and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and will require EPA Form 5170 if any event reaches or exceeds the limitations below:

The contractor shall immediately alert the COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA COR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS):

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

Preferred text format:	MS Word, 2007.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 9.0 or higher

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Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Wastewater and Decentralized																																																																					
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS																																																																						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 01/18/2018 To 06/30/2018																																																																						
Comments: The purpose of this Amendment 1 is to ADD Smiti Nepal (E-mail: nepal.smiti@epa.gov; Phone: 202-564-2457) as an Alternate Work Assignment Contracting Officer's Representative.																																																																											
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund																																																																											
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Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>1/18/2018 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-48																																																																					
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Work Assignment Manager Name Katherine Foreman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3403 FAX Number:																																																																				
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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-48**

TITLE: Harmful algal bloom activities in drinking water

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Katie Foreman
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1200 Pennsylvania Ave, N.W.
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Email: foreman.katherine@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

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Email: holsinger.hannah@epa.gov

PERIOD OF PERFORMANCE: July 1, 2017 through June 30, 2018

BACKGROUND: Cyanobacteria occur naturally in marine and fresh water ecosystems. Under certain conditions these cyanobacteria can rapidly grow producing harmful algal blooms (HABs). Some cyanobacteria are capable of producing cyanotoxins that can pose a risk to human and animal health. There are currently no U.S. federal guidelines, water quality criteria, standards or regulations for cyanobacteria or cyanotoxins in drinking water under the Safe Drinking Water Act.

On June 17, 2015, EPA published two health advisories (HAs) in drinking water for the cyanotoxins microcystins and cylindrospermopsin. The HAs provide states, drinking water utilities and the public with information on the health effects of microcystins and cylindrospermopsin, analytical methods for testing these cyanotoxins in water samples, and treatment approaches that effectively remove cyanotoxins in drinking water.

In conjunction with the health advisories, EPA released “Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water”, which was developed to help states and utilities as they consider whether and how to manage cyanotoxins in their drinking water supplies. The document provides recommendations for helping public water systems (PWSs) manage the risks from cyanotoxins to their drinking water, including a framework PWSs can consider when planning their cyanotoxin risk management efforts.

On August 7, 2015, Public Law 114-45, titled the Drinking Water Protection Act, amended the Safe Drinking Water Act by adding Section 1459, Algal Toxin Risk Assessment and Management. Section 1459 directs the EPA to assess and manage algal toxin risk in drinking water through strategic planning, information coordination, and use of science. In November 2015, EPA submitted a strategic plan called “Algal Toxin Risk Assessment and Management Strategic Plan for Drinking Water” to Congress which includes, among other things, specific steps and timelines for evaluating human health risk from algal toxins and the identification of algal toxins of human health concern.

EPA executed parts of its strategic plan by recently developing cyanotoxin analytical methods, listing cyanotoxins on the fourth Contaminant Candidate List, including cyanotoxins in the fourth Unregulated Contaminant Monitoring Rule and researching drinking water treatment optimization. EPA also recently released multiple tools for PWSs and the public with the aim to prevent and mitigate risks from cyanotoxins in drinking water including: The “Cyanotoxin Management Plan Template and Example Plans” to assist public water systems in developing their own cyanotoxin management plan based on the recommendations document; the “Water Treatment Optimization for Cyanotoxins document” to assist public water systems in optimizing their treatment to prevent cyanotoxins from contaminated finished drinking water; and the Drinking Water Cyanotoxin Risk Communication Toolbox to help public water systems communicate the risks to public health from cyanotoxins.

Under this work assignment the contractor shall support EPA in continuing progress toward the goals outlined in the strategic plan by supporting the scientific understanding of the blooms and their toxins and supporting PWSs, states, and tribes manage the risks from harmful algal blooms and cyanotoxins to drinking water. PWSs, states, and tribes can face challenges from unregulated contaminants. EPA works to support these systems to protect public health from associated risks from unregulated contaminants.

The contractor shall utilize materials and analyses completed for previous efforts as much as possible. A list of some of these documents is provided in the “References” section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the EPA WACOR.

QUALITY ASSURANCE: Task 1 of this work assignment requires the collection and analysis of primary and secondary data and Task 2 of this work assignment requires collection and analysis of secondary data. QA requirements for this WA will be addressed by a Project Specific Quality Assurance Project Plan (PQAPP) and will apply to Tasks 1 and 2. The contractor shall develop task-specific QA elements in the Work Plan and approval of QA elements by EPA are required prior to commencing work on Task 1 and 2 of this WA. Once approved by EPA, the contractor shall collect, use and analyze data in accordance with the procedures described in the PQAPP. The contractor's procedures shall be consistent with the Agency's Quality Assurance (QA) requirements and the agency-wide monitoring guidance as outlined in: "EPA QA Field Activities Procedure". In the monthly progress report, the Contractor shall address the QA requirements outlined under Task 0, below.

TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. If the contractor determines there is a need for changes to quality assurance procedures, the contractor must notify and provide the reason and the details of the proposed change. If EPA agrees that changes should be made, the WACOR may direct the contractor to develop a PQAPP accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1.0: Support scientific understanding of harmful algal blooms and their associated toxins

Task 1.1: Harmful algal bloom and cyanotoxin data collection

The contractor shall provide logistical support for collecting data on harmful algal blooms, cyanotoxins, disinfection by-products and associated water quality indicators and field data in up to 10 PWSs for upcoming summer months, as directed by the EPA WACOR through technical direction. As directed by the EPA WACOR through technical direction, the contractor shall support monitoring activities by providing the following: input on draft monitoring designs, communication and coordination with potential and confirmed participating PWSs, PWS monitoring guidance support, monitoring materials support, sample bottle preparation, sample shipping preparation and shipping support, chain-of-custody documentation for samples, monitoring training for select participating PWSs in person and/or through a webinar, laboratory analytical support, quality assurance support for laboratory data, secondary historical, operating data and water quality indicator data collection and other activities as directed through technical direction.

Deliverables: As directed through technical direction by the EPA WACOR, draft(s) and final versions of laboratory reports, written reports and guidance and primary event and secondary data summaries, as specified in technical direction from EPA WACOR.

Task 1.2: Harmful algal bloom and cyanotoxin data management, interpretation and analysis

The contractor shall manage data collected in Task 1.1 including primary laboratory data collected as well as any associated secondary historical data, operating data and water quality indicators as directed by the WACOR through technical direction. The contractor shall also collect and manage secondary data on cyanotoxins, harmful algal bloom indicators and/or disinfection by-products as directed by the WACOR through technical direction. The contract shall provide interpretation of the data and data analysis of the primary and secondary datasets as directed by the WACOR through technical direction. As directed by the EPA WACOR through technical direction, the contractor shall support monitoring and analysis activities by providing the following: documentation of metadata and quality assurance for monitoring data, data summaries, monitoring and data spreadsheet development and maintenance, data analysis, data interpretive reports and other activities as directed through technical direction.

Deliverables: As directed by the EPA WACOR through technical direction, complete monitoring data spreadsheet with all the monitoring information and documentation of metadata including the quality assurance information for each monitoring event and for secondary data collected, draft and final versions of data summaries, analysis and interpretive reports.

Task 2.0: Support activities related to harmful algal blooms and their associated toxins

Task 2.1 Compile and summarize information on the tools for monitoring harmful algal blooms and cyanotoxins in source waters

The contractor shall support EPA in the development of cyanotoxin support documents including compiling information from existing sources on tools for monitoring harmful algal blooms, cyanotoxins and their water quality indicators in source waters that are available to water utility managers (such as continuous monitoring technologies and other innovative techniques). The contractor shall compile this information to complement existing tools for PWSs such as the Cyanotoxin Management Plans and Examples plans and Section 2.2 of the EPA document “Water Treatment Optimization for Cyanotoxins”.

Deliverables: As directed by the EPA WACOR through technical direction, the contractor shall provide draft(s) and final versions of a summary of the monitoring tools for blooms and toxins and/or their water quality indicators for water utility manager use. The summary shall be provided in formats that should help utilities complete their system-specific Cyanotoxin Management Plans and should provide enough detail to help utilities inform and improve their monitoring programs.

Task 2.2 Support the development of harmful algal bloom and cyanotoxin support documents as directed by EPA WACOR through technical direction, the contractor shall support EPA in the development of harmful algal bloom and cyanotoxin support documents as necessary to meet the needs of the drinking water stakeholder community.

Deliverables: As directed by the EPA WACOR through technical direction, the contractor shall provide review of existing documents and complete draft(s) and final versions of harmful algal bloom and cyanotoxin documents.

SCHEDULE OF DELIVERABLES:

The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA’s 508 compliance requirements for posting on the Internet as directed by the EPA WACOR through technical direction. Unless otherwise requested by the EPA WACOR in writing, the contractor shall deliver all other products electronically.

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
0	Work plan (including the PQAPP), Technical Progress Reports	N	Per contract requirements	1

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
1.1	Logistical and materials support, laboratory reports, monitoring event summaries	Y	For logistical support - within 1 week of technical direction from WA COR, unless otherwise directed by the EPA WACOR. For written documents, draft within 2 weeks of technical direction from WA COR, final within 1 week of EPA comments on draft, unless otherwise directed by the EPA WACOR.	1
1.2	Spreadsheet, metadata reports, data interpretive reports	Y	Draft within 2 weeks of technical direction from WA COR, final within 1 week of EPA comments on draft, unless otherwise directed by the EPA WACOR.	1
2.1 and 2.2	Draft and final versions of support documents, including the summary documents of the monitoring tools for blooms and toxins and/or their indicators for water utility manager use.	Y	Draft within 2 weeks of technical direction from WA COR, final within 1 week of EPA comments on draft, unless otherwise directed by the EPA WACOR.	1

LEVEL OF EFFORT ESTIMATES: EPA estimates that 1,975 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

TRAVEL: Travel is possible from the Contractor to support the work outlined in Task 1.1. For planning purposes, the contractor shall assume travel for one project staff for up to two training sessions. The contractor shall assume each training will require 1-2 days to support training with the specific locations to be determined at a later date. However, for planning and estimate purposes, the contractor shall project training site travel costs based on the cities of Boston, Massachusetts and San Francisco, California.

SPECIAL REPORTING REQUIREMENTS: None.

QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements, attachment 5, pages 1-3. Tables from this attachment are inserted below.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS: The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**QUALITY ASSURANCE SURVEILLANCE PLAN
TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT FOR
THE OFFICE OF WASTEWATER MANAGEMENT (OWM)**

Performance Management	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communication: The Contractor shall maintain contact with the EPA Contract Officer (CO), Contract Level Contracting Officer's Representative (CL-COR), and Work Assignment Contracting Officer's Representative (WACOR) throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate WACOR. In such cases where issues have a direct impact on project schedules and cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules and cost, time, or quality, shall be brought to the attention of the appropriate WACOR within 3 days of occurrence.</p>	<p>100% of active work assignments (WA) under the contract will be reviewed by the CL-COR or WACOR monthly (via the monthly progress report) to identify unreported issues. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>

<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment, unless amended or modified by an approved EPA action.</p>	<p>Annually, 90% of all submitted deliverables shall be submitted no later than 6-days past the due date.</p>	<p>100% of active WAs under the contract will be reviewed by the CL-COR or WACOR monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p>
<p>Cost Management and Control: The contractor shall monitor, track, and accurately report level of effort, labor cost, other direct cost, and fee expenditures to the EPA through progress reports and approved special reporting requirements. The contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping and cost control.</p>	<p>The contractor shall manage costs to the level of the approved ceiling on the WA. The contractor shall notify the WACOR, CL-COR, and CO when 75% of the approved funding ceiling for the WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual WA expenditures. The CL-COR shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Cost Control.</p>

<p>Technical Analyses: Analyses conducted by the contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources and QA measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor to provide options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered. The contractor shall abide by its Quality Management Plan (QMP) and applicable WA Quality Assurance Project Plan (QAPP).</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering.</p> <p>No more than 25% of reviewed deliverables and work products shall require revisions to meet the requirements of the QMP and QAPP.</p>	<p>EPA will review all analyses conducted by the contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>All work products will be reviewed to identify compliance with the QMP and applicable QAPP.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Technical.</p>
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REFERENCES

- USEPA. 2015. Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water. Available online at: <http://www.epa.gov/nutrient-policy-data/recommendations-public-water-systems-manage-cyanotoxins-drinking-water>
- U.S. EPA. 2015. Drinking Water Health Advisory Documents for Cyanobacterial Toxins Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/drinking-water-health-advisory-documents-cyanobacterial-toxins>
- U.S. EPA. 2015. Health Effects Support Documents, Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/health-effects-support-documents>
- USEPA. 2016. Cyanotoxins Management Plan Template and Example Plans. Office of Water, Washington, D.C. Available online: https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins_management_plan_template_and_example_plans.pdf
- USEPA. 2016. Drinking Water Cyanotoxin Risk Communication Toolbox. Office of Water, Washington, D.C. Available online: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-cyanotoxin-risk-communication-toolbox>
- USEPA. 2016. Water Treatment Optimization for Cyanotoxins, version 1.0 Office of Water, Cincinnati, Ohio, Available online: https://www.epa.gov/sites/production/files/2016-11/documents/water_treatment_optimization_for_cyanotoxins.pdf
- U.S. EPA. 2005. EPA QA Field Activities Procedure. Available online at: <https://www.epa.gov/sites/production/files/2015-03/documents/2105-p-02.pdf>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-49								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1	Title of Work Assignment/SF Site Name Support for NPDES Branch Chief								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW Section 3.9								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2017 To 06/30/2018								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
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2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Sarita Hoyt							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							7/1/2017 (Date)			
							Phone Number: 202-564-1471			
							FAX Number:			
							Phone Number: 202-566-0369			
							FAX Number:			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49**

Title: Support for NPDES Branch Chiefs Meetings

Work Assignment Contracting Officer Representative (WACOR):

Sarita (Sarah) Hoyt Phone: (202) 564-1417 Fax (202) 564-6392 Hoyt.Sarita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer Representative (AWACOR):

Janita Aguirre Phone: (202) 566-1149 Fax (202) 564-6392 Aguirre.Janita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: July 1, 2017 through June 30, 2018

Purpose: The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls.

Task Detail: The contractor shall perform the following tasks:

Task 0: Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

TASK 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Chicago, IL (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Chicago, IL in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR
- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Chicago, IL
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response

2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 **Task # “Task Title”, Page # - # of # Task # Task Name**
[WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or

criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work

assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1 - 49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 1			Title of Work Assignment/SF Site Name SUPPORT FOR NPDES BRANCH CHIEF				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/12/2017 To 06/30/2018				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Sarita Hoyt <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 202-564-1471				
						FAX Number:				
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) 9/12/2017 </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49
AMENDMENT 1**

Title: Support for NPDES Branch Chief's Meetings and Communication of NPDES Permitting Processes

Work Assignment Contracting Officer's Representative (WACOR):

Sarita (Sarah) Hoyt Phone: (202) 564-1417 Fax (202) 564-6392 Hoyt.Sarita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Janita Aguirre Phone: (202) 566-1149 Fax (202) 564-6392 Aguirre.Janita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: September 12, 2017 through June 30, 2018

Level of Effort: EPA estimates 377 hours will be required to support the activities outlined below. EPA estimates an increase of 42 hours will be required to support the new task activities related to amendment 1 outlined in yellow highlight below.

Background/Objective

The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls. Additionally, this work assignment will support development of materials to communicate the NPDES permitting processes related to individual and general permits.

TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

Task 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Chicago, IL (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Chicago, IL in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR

- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Chicago, IL
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

NEW TASK: Materials communicating NPDES permitting processes to multiple audiences

The contractor shall support development of materials to communicate the NPDES permitting processes for individual and general permits, including statutory and regulatory timeframes. It is anticipated that such materials will include narrative descriptions of the processes, as well as graphics, such as flow charts. For cost purposes, the contractor shall assume preparation of up to four (4) communication materials consisting of 2-4 page narratives and 2-4 graphics. Following EPA approval of these materials, the contractor shall provide final versions in MS Word and PDF formats, or html code as appropriate, including 508 compliance.

Deliverables:

- Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for communication materials.
- Develop narrative descriptions of NPDES permitting processes
- Develop supporting graphics, as needed, such as process flow charts, to show NPDES permitting processes.

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF

1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response
2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

NEW TASK: Materials communicating NPDES permitting processes to multiple audiences			
Task	Item Require	Due Date	Number of Copies and Format Requirements
NEW	Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for materials	As scheduled by WACOR	Respond with a written acceptance of meeting request and attend meeting

Prepare draft narrative description of NPDES permitting processes	Within 10 business days of planning teleconference	1 copy of each – Word Format
Collate, compile, and revise draft documents based on comments received to prepare final narrative description of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each – Word Format
Prepare draft graphics of NPDES permitting processes	Within 10 business days of completion of final narrative description	1 copy of each – Word Format, PDF, or other appropriate electronic format
Collate, compile, and revise draft graphics based on comments received to prepare final graphics of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy or each- Word Format, PDF, or other appropriate electronic format
Revise and format the final materials to EPA specifications for print and electronic versions (e.g., MS Word, PDF, or html code), including 508 compliance	As final materials are produced	1 copy or each- Word Format, PDF, or other appropriate electronic format

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 **Task # “Task Title”, Page # - # of # Task # Task Name** [WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant

in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

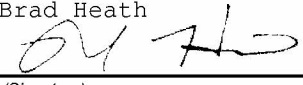
All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which

describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1 - 49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name SUPPORT FOR NPDES BRANCH CHIEF				
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 02/01/2018 To 06/30/2018						
Comments: The purpose of this Amendment 2 is to CHANGE the Work Assignment Contracting Officer's Representative (WACOR) from Sarah Hoyt to Ginny Kibler (Phone: 202-564-0596; E-Mail: kibler.ginny@epa.gov)										
<input type="checkbox"/> Superfund				Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund		
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Virginia Kibler <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0596 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>2/1/2018 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-49																																																																		
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003																																																																		
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 1	Title of Work Assignment/SF Site Name SUPPORT FOR NPDES BRANCH CHIEF																																																																		
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS																																																																		
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/14/2018 To 06/30/2018																																																																		
Comments: The purpose of this Amendment 3 is to add additional work per Tasks 3 and 4 of the attached PWS and to CHANGE the Alternate Work Assignment Contracting Officer's Representative (AWACOR) from Janita Aguirre to Amelia Letnes.																																																																				
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund																																																																				
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.																																																																				
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Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:																																																																		
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: FAX Number:																																																																		
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>3/14/2018 (Date)</div> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49
AMENDMENT 3**

Title: Support for NPDES Branch Chief's Meetings and Communication of NPDES Permitting Processes

Work Assignment Contracting Officer's Representative (WACOR):

Virginia Kibler Phone: (202) 564-0596 Fax (202) 564-6392 kibler.virginia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Amelia Letnes Phone: (202) 564-5627 Fax (202) 564-6392 letnes.amelia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: March 14, 2018 through June 30, 2018

Background/Objective

The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls. This work assignment will support development of materials that are requested at these meetings, which will be added to the work assignment as they are requested. Task 3, materials to communicate the NPDES permitting processes related to individual and general permits and Task 4, develop a permit writers' clearinghouse, are examples of these tasks.

TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the

requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

Task 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Denver, CO (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Denver, CO in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR
- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Denver, CO
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

LOE: A no-cost addition of 170 hours is requested to be added to this task since the hourly rate has been lower than expected.

Task 3: Materials communicating NPDES permitting processes to multiple audiences

The contractor shall support development of materials to communicate the NPDES permitting processes for individual and general permits, including statutory and regulatory timeframes. It is anticipated that such materials will include narrative descriptions of the processes, as well as graphics, such as flow charts. For cost purposes, the contractor shall assume preparation of up to four (4) communication materials consisting of 2-4 page narratives and 2-4 graphics. Following EPA approval of these materials, the contractor shall provide final versions in MS Word and PDF formats, or html code as appropriate, including 508 compliance.

Deliverables:

- Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for communication materials.
- Develop narrative descriptions of NPDES permitting processes
- Develop supporting graphics, as needed, such as process flow charts, to show NPDES permitting processes.

Task 4: Develop NPDES Permit Writers Clearinghouse

The contractor shall support the development of an NPDES Permit Writers Clearinghouse. This clearinghouse will include materials for permit writers such as state permit and factsheet templates, information on water quality standards and TMDLs, water quality models, and more. The contractor will work with EPA in three overlapping phases.

Phase 1 – Identify types of materials. EPA has begun this work, but expects the contractor to support developing lists of types of materials used in permit writing as well as managing NPDES programs.

Phase 2 – Develop organizational structure. EPA has a Water Finance Clearinghouse, which will be used as a model, and which has its own support contract for programming the actual Clearinghouse. This work will be related to identifying appropriate filters, etc to use in that structure

Phase 3 – Collect documents. The contractor will be responsible for collecting and organizing the source documents for the Clearinghouse. This may include activities such as: web searches, collecting state information, tagging documents for content, making documents 508 scanning hard copies of documents, etc.

Deliverables:

- Participate in weekly planning calls with EPA and states

- Provide a list of types of materials used in permit writing and other permit policy documents to EPA
- Provide an organizational structure for the Clearinghouse
- Collect, organize, and clean up as necessary documents for the Clearinghouse. EPA anticipates including up to 300 documents in the Clearinghouse.

LOE: An additional 530 hours of work is anticipated for this task.

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response
Task	Item Require	Due Date	Number of Copies and Format Requirements
2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

Task	Item Require	Due Date	Number of Copies and Format Requirements
3	Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for materials	As scheduled by WACOR	Respond with a written acceptance of meeting request and attend meeting
	Prepare draft narrative description of NPDES permitting processes	Within 10 business days of planning teleconference	1 copy of each – Word Format
	Collate, compile, and revise draft documents based on comments received to prepare final narrative description of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each – Word Format
	Prepare draft graphics of NPDES permitting processes	Within 10 business days of completion of final narrative description	1 copy of each – Word Format, PDF, or other appropriate electronic format
	Collate, compile, and revise draft graphics based on comments received to prepare final graphics of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Revise and format the final materials to EPA specifications for print and electronic versions (e.g., MS Word, PDF, or html code), including 508 compliance	As final materials are produced	1 copy or each- Word Format, PDF, or other appropriate electronic format
Task	Item Require	Due Date	Number of Copies and Format Requirements
4	Provide a list of types of materials used in permit writing and other permit policy documents to EPA	Within 2 weeks of EPA direction. Update as needed	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Provide an organizational structure for the Clearinghouse	Within 1 week of EPA direction. Update as needed	1 copy of each- Excel Format, PDF, or other appropriate electronic format
	Plan for document collection, including schedule	Within 2 weeks of EPA direction	1 copy of each- Word Format, PDF, or other appropriate electronic format

Collect documents for the Clearinghouse. Provide list to EPA	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format
Organize, and clean up as necessary documents for the Clearinghouse.	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT PWS REFERENCE

See Contract PWS Page 1-10 of 14 ***Task # “Task Title”, Page # - # of # Task # Task Name*** [WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used

or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such

disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.